



UTAH DEPARTMENT OF TRANSPORTATION
CONSULTANT SERVICES
CONTRACT AND/OR MODIFICATION CHECKLIST

Consultants, Local Government Project Manager(s), and UDOT Project Managers,

If you are selected for any UDOT or Local Government Project you will need to prepare the standard contracting information below for every new contract and every modification request. Consultants will need to send the information required below as a complete package to the appropriate UDOT Project Manager for review and approval.

The UDOT Project Manager will then forward all contract and modification items to Consultant Services for contract or modification preparation.

For large detailed projects please make sure that each item listed below is on a separate page. Page headers and/or Footers are recommended for all Consultant and Sub-Consultant items. Consultant Services suggests you identify: PIN No., Project Number, Project Description, FINET Program Code, and the UDOT Project Manager and Local Government, if applicable.

| Mandatory Project Manager Items | Mandatory Consultant Items |
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| <ul style="list-style-type: none"> • Scope of Work • Independent Cost Estimate (ICE) • ePM Screen 505 Update • Request Contract in CMS (Verifies overhead rate & pool dollar availability.) • Approve Contract in CMS (Approval Memo) (Verifies completion date & cost proposal amount.) • R-709 - Authorization of Funding Request CMS creates for UDOT Project Manager • Local Government Project Manager Review Memo (or Concurrence Letter) (Applicable to Local Government projects) The Memo must include the amount approved, consultant, consultant selection method, completion date, cooperative agreement is in place, and any other information the local government wants to include in the contract or modification. • Cooperative Agreement (Applicable to Local Government projects) An R-709 is required for all ROW and Design-by-LG Coops. | <ul style="list-style-type: none"> • Executive Summary Address the following four points: <ul style="list-style-type: none"> ○ Brief Description; ○ Project Unknowns; ○ Phasing; and, ○ Fee Type. • Work Plan Identify tasks & deliverables. • Staffing Plan (Form) Explain any variance between the "Rate of Pay" and "Rate on Cost Proposal" in a footnote. • Work Schedule Identify major milestones, midpoint evaluation date & completion date. • Insurance Requirement Provide a project-specific Certificate of Insurance naming the State of Utah, UDOT, (& Local Government when applicable) as additional insured. • Cost Proposal Use Approved Overhead Rate. • Subconsultant Information (Same requirements as above) |

Please contact **Gaye Hettrick, Consultant Services Manager**, if you have any questions at (801) 965-4639 or at ghettrick@utah.gov. I will be happy to do one-on-one contract preparation training with you.